

Change Vacation Request

Purpose	The Employee Vacation Change Request screen is use to submit requests for a vacation changes or to submit a vacation swap request with another employee. Once a change or swap is requested an authorized reviewer or Local Chairperson can approve or deny the request.
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>>Current Schedule<<
Scheduled vacation week dates display in this section.

From	To	Wks	Sgl	From	To	Wks	Sgl	From	To	Wks	Sgl
03/13/07	03/19/07		<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>

<< Reschedule >>
Use this middle section to enter a request to **Change** or **Swap** a current schedule vacation week(s).

Swap With Emp Name: _____

Req By: On Approved By: On

Q&A

Q. Vacations - CMTS has a swap feature that Union Chairpersons can utilize when two employees are trading vacation weeks. Will this function work even where one or both of the persons are assigned to a week(s) that is over that week(s) allocation?

A. This feature can only be utilized when the vacations being swapped fall within the allocation thresholds. Chairpersons must contact a Crew Services Manager for assistance when this condition occurs.

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Vacation Change Request Continued

General Input Procedures

How to Display your Current Vacation Schedule	<ol style="list-style-type: none">1. Click on Change Vacation Request under the Bids category on the Main Menu.2. The Employee Vacation Change Request window is returned with your current vacation schedule displayed.
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How to request a Swap or request a change in a scheduled vacation week(s).	<ol style="list-style-type: none">1. In the “Swap This” section, use the “From” calendar button or type in the assigned scheduled vacation start date (MM/DD/YY), you are requesting to swap or reschedule.2. In the “Reschedule Swap This” section, use the “To” calendar button or type in the assigned end date (MM/DD/YY) of the vacation week(s) you are requesting to be swapped or rescheduled.3. In the Wks column enter the number of weeks in the vacation period you are changing or swapping.4. If the week(s) are scheduled as single days click the Sgl check box. <i>Note: This field may be blocked when the single day vacation week parameters have been met.</i>5. In the “For This” section, select the starting date of the new vacation period that you want to reschedule or swap to6. In the “Reschedule” “For This” section, under the “To” column enter the end date of the vacation period you want to reschedule or swap to.7. Enter the number of weeks in the vacation period you requesting to change or swap for.8. If the new vacation week(s) are to be scheduled as single days click the Sgl check box. <i>Note: This field may be blocked when the single day vacation week parameters have been met.</i>9. If you are requesting to swap vacation weeks with another employee, enter the employee's name in the “Swap With EMP Name” field.10. Click on the Update button and a message “Record Updated” will displayed at the top of the screen.
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